

SYEDA MAIMOONA FATIMA

Visa Status available company Sponsored (QID)

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PROFESSIONAL SUMMARY

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of the hard work and trusts me with responsibilities and challenges.

SKILL

NETWORKING: MCSE, MCSA, CCNA

Server OS: Windows 2008, 2012, 2016, 2019 & 2022

Client OS: Windows XP / Windows 7 / 8/10 & 11.

LAN Services: ADDS, Group Policies, DNS, DHCP, HYPER-V, WDS, IIS

Linux server: User and group Administration, Quota Management, DNS, DHCP, NIS, Yum and Rpm, Apache Mail Server, Vnc Server, Kick Start Configuration.

Accounting: Focus, Wings & Tally Erp

Civil draftsman: AutoCAD 2D & 3D

LANGUAGE

English, Arabic & Urdu

EXPERIENCE

QM Institute Telangana – India

Receptionist Cum Office Admin Jan 2017 – Dec 2017

- Welcoming clients, visitors, and guests upon arrival and directing them to the appropriate office or department.
- Handling inbound calls, screening calls, taking messages, and directing calls to the correct department or personnel.
- Scheduling appointments and meetings for staff, clients, or visitors.
- Receiving, sorting, and distributing incoming mail and packages. Also, preparing outgoing mail.
- Ensuring the reception area is clean, organized, and professional.
- Offering assistance, such as helping with directions, providing company information, or guiding them to their destination.
- Providing excellent customer service by addressing inquiries, handling complaints, and resolving issues in a professional manner.
- Assisting with planning and organizing office events, meetings, or team-building activities.
- Occasionally helping the HR department with basic administrative tasks like preparing employment contracts, scheduling interviews, or managing employee records.
- Providing administrative support to managers, executives, or department heads as needed, including report preparation or research.
- Maintain office supplies, inventory management, and place orders when necessary.

EDUCATION

- **B.sc** (Computer Science) 2018 with Aggregate of 70% from Cat Degree Pg. College, Abids, Hyderabad-Telangana.
- **Intermediate Public Examination** from Safa Junior College.
- **Secondary School Certificate (SSC)** from Lohia Little Angel High School.